

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Airport Maintenance Series

AIRPORT LABOR SUPERVISOR

12/02 (AM)

General Purpose

Under general supervision, coordinate airfield and grounds maintenance, repair and construction.

Typical Duties

Plan and direct work of Airport field and grounds maintenance personnel. Involves: Determine priorities of required repairs to hangars, runways, taxiways, ramps, roads, aircraft and automobile parking areas, fences and field lighting. Ensure completion of required preventive and regular maintenance programs. Oversee landscaping activities at Airport facilities including entry roads and industrial park. Monitor equipment operations including specialized ultra violet asphalt heating machines, computerized visual equipment attachments for commercial paint machines, front-end loaders, sweepers, dump trucks, tractors and large mowers. Inspect work for correctness and completeness.

Develop and organize day-to-day activities to achieve assigned goals within available resources. Involves: Estimate equipment and supplies required to complete assigned tasks. Ensure availability of supplies and materials needed by field maintenance crews. Prepare requisitions for supplies and materials. Ensure tools and equipment are maintained in accordance with manufacturers and departmental requirements. Maintain records of equipment and materials used. Prepare activity reports. Control hazardous materials handling.

Supervise assigned employees. Involves: Schedule, assign, instruct, guide, check and evaluate day-to-day work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Recommend leave approvals. Initiate grievance resolution and disciplinary processes. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Knowledge, Abilities and Skills

- Considerable knowledge of construction and maintenance organization and methods.
- Considerable knowledge of common and specialized construction and maintenance equipment, tools and materials.
- Good knowledge of heavy equipment operation and maintenance.
- Good knowledge of local, State and Federal environmental rules and regulations.
- Good knowledge of asphalt repair, landscaping and minor electrical problems solving methods.
- Ability to follow oral and written instructions.
- Ability to supervise, train and evaluate construction and maintenance crews.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the general public.
- Ability to maintain records and prepare reports.
- Ability to accurately determine materials and equipment required to complete jobs.
- Skill in safe the operation and care of heavy equipment and two-way radios

Other Job Characteristics

- Frequent outdoor work including exposure to extreme weather conditions and movement throughout an airfield environment.
- Occasional exposure to airfield noise levels.
- Occasional operation of a motor vehicle through City traffic and on an airfield.

Minimum Qualifications

Training and Experience: Equivalent to graduation from high school or G.E.D. and four (4) years of progressively responsible construction or maintenance experience including three (3) years in a supervisory capacity and one (1) year in an airport field environment.

Licenses and Certificates: Texas Class "B" Driver's License or equivalent license issued by another state.

Human Resources Director

Department Head

OFFICIAL